

ALCOHOL AND OTHER DRUG ABUSE COUNSELOR

FUNCTION OF THE JOB

Under supervision, to perform professional work providing services for individuals involved in alcohol and other drug abuse programs; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Makes initial contact with and receives referrals of clients in need of services related to alcohol and other drug abuse problems.
2. Makes determination of clients needs and ensures that client is referred to appropriate program.
3. Assumes a caseload of clients, coordinating and working closely with supervisor to provide counseling services on an individual, group and family basis.
4. Responds appropriately to alcohol and other drug abuse emergency situations and utilizes crisis intervention techniques and procedures.
5. Coordinates services with various agencies in order to ensure on-going assessment and follow through of treatment plans.
6. Maintains appropriate documentation of client contacts and consultation with other professionals.
7. Meets with other staff members to review client treatment plans, obtain input and monitor progress.
8. Establishes and maintains effective working relationships with clients, staff, and a variety of mental health, criminal justice, community and human service agencies.
9. Prepares detailed records and reports as required.
10. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Working knowledge of the disease concept and progression and the objective of alcohol and other drug abuse treatment and rehabilitation programs.
2. Working knowledge of case management principles, practices, and methods in the field of alcohol and other drug abuse treatment.
3. Working knowledge of computerized department program software, internet access, and database, spreadsheet and word processing programs.
4. Some knowledge of Wisconsin State Statutes Chapters 51, 55, 45 HFS75, HFS94.
5. Some knowledge of signs and symptoms of reactions to psychotropic medications used in the treatment of mental and AODA disorders.
6. Ability to utilize word processing, database and spreadsheet programs.
7. Ability to assess suicidality.
8. Ability to provide skilled counseling services on an individual, group, and family basis.
9. Ability to promote interest and participation in programs developed for treatment.
10. Ability to establish and maintain effective working relationships with clients, their families, and the general public.
11. Ability to respond appropriately to emergency situations, and utilize crisis intervention techniques and procedures.
12. Ability to utilize WIS-U.P.C. or ASAM.

Training and Experience

1. A bachelor's degree from a recognized college or university in psychology, sociology, social work or closely related field.
2. Eligible to be certified as a Registered Alcohol and Other Drug Abuse Counselor or its' equivalent through the Wisconsin Alcohol and Other Drug Abuse Certification Board.